

Readiness Assessment

<Project Identifier>

Readiness Assessment

Date

Date

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Purpose

The purpose of this Readiness Assessment is to review and provide objective and quantifiable comments on the status of <Project Identifier>, funded under Task Order <#>. The anticipated date of implementation for this Task Order is <Date>.

Methodology

Readiness Assessments will be organized by standard development lifecycle phases. These phases include, but are not limited to, Requirements Gathering, Design, Development, Testing, Implementation, Post Implementation and Awareness. Additional sub-phases or activities may be included in these assessments as issues warrant. The contents of this assessment include issues and observations with corresponding recommendations.

Distribution

Readiness Assessments are compiled and presented to <Department of Education, Major Stakeholders and other internal project participants>.

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Following is a listing of various components of work orders contained within the Task Order.

The Modernization Partner will identify the various components of the Task Order under review. We will document these through the use of their unique numbers and descriptions.

ID #

Description

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Status of Documentation

Documentation related to a project is of paramount importance. The Modernization Partner will note the scheduled delivery of these documents and provide assessment of their quality and completeness.

Document Name

Scheduled Delivery Date

- Functional Requirements Document
- Detail Design Document
- Test Plan
- Implementation Plan (includes cutover / conversion)
- Contingency / Backout plan
- Training Plan
- Post Implementation validation Plan

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Project Schedule

Task Orders generally require a project schedule. Dates within this schedule are dependent on a variety of critical tasks associated with the project. The Modernization Partner will use these tasks and associated dates to monitor the progress of each project.

Task ID

Scheduled Date

- Approval of the requirements document
- Approval of the design document
- Construction Start Date
- Construction End Date
- Test Start Date
- Test End Date
- Review with ED
- Final Walkthrough with Stakeholders
- Approval to Implement
- Implementation Date

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Construction and Test Schedules

In this section of the document, the Modernization Partner will seek to provide specific status for the code construction and validation efforts associated with the project. We aim to measure the actual schedule against planned dates and provide quantifiable measurements of status and quality.

With respect to code construction, we plan to monitor:

- Program / module name
- Corresponding requirement effected by this program
- Actual status of construction
- Number of SIRs opened during unit testing
- Number of SIRs which remain open

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Construction and Test Schedules

With respect to testing activities, we plan to monitor:

- Program / module name
- Corresponding requirement effected by this program
- Actual status of testing
- Number of SIRs opened during various test stages*
- Number of SIRs which remain open

* - Various stages of testing refer to :

System Integration Test

System Acceptance Test

System Performance Test

Inter System Test

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Issues

In this section of the document the Modernization Partner's quality team will identify and document a brief description of issues associated with the various components of the project. These issues may relate to the project tasks or schedule, unplanned problems encountered during any phase of the project, resources, the quality of the various deliverables and environmental issues related to associated computer systems, networks, trading partners etc.

Where applicable, the Modernization Partner also will provide a recommendation for each of the identified issues.

Subsequent iterations of the Readiness Assessment document will provide status for each of the previously identified issues. A status may indicate that the problem has been resolved or that it persists. Additional recommendations may then be forthcoming.

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Issues

In this section of the document the Modernization Partner's quality team will specifically address outstanding issues related to implementation.

Where applicable, the Modernization Partner also will provide a recommendation for each of the identified issues.

Subsequent iterations of the Readiness Assessment document will provide status for each of the previously identified issues. A status may indicate that the problem has been resolved or that it persists. Additional recommendations may then be forthcoming.

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Conclusion

In this section of the document the Modernization Partner's quality team will provide their assessment on the status of the various stages of the project.

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Project Recommendations

In this section of the document the Modernization Partner's quality team will provide a series of project level recommendations. While previously documented recommendations address specific issues, these concentrate on the overall status of the project.

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